

**SMART MANAGEMENT TRAINING & CONSULTANCY****TRAINING CALENDAR - 2019**CONTACT US:  
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Management And Leadership Courses	Duration	Fee	Jan	Feb.	March	April	May	June	July	August	Sept.	October	Nov.	Dec.
Management Skills - Your Key To Success - CERTIFIED	5	\$2,325		10-14		7-11		23-27		25-29				15-19
Supervisory Essentials	3	\$1,395	15-17		12-14			18-20			15-17		3-5	
Leadership: Practical Skills and Techniques	4	\$1,860		18-21		15-18		24-27			23-26		18-21	
Being an Effective Team Member	2	\$930	23-24		20-21		1-2				29-30			8-9
Coaching And Mentoring	2	\$930			6-7				21-22		11-12			
Change Management	3	\$1,395			3-5			23-25			3-5		24-26	
Strategic Thinking & Planning	3	\$1,395		5-7					2-4			15-17		15-17
Project Management	3	\$1,395	22-24		19-21			18-20			17-19			10-12
Conflict Resolution	2	\$930		24-25				26-27				9-10		
Creative Thinking and Innovation	2	\$930		27-28		7-8			10-11			23-24		8-9
Meeting Management	2	\$930			3-4				3-4		22-23			15-16
Critical Thinking	2	\$930		3-4			8-9			25-26		2-3		11-12
Performance Management	2	\$930							24-25				3-4	
Business Succession Planning	2	\$930			10-11			7-8			4-5			18-19
Advanced Leadership Skills	2	\$930			27-28				3-4			6-7	13-14	
Change: Management and Implementation	3	\$1,395	15-17			9-11				20-22				15-16
Team Building	2													
<b>Personal Development Courses</b>	<b>Duration</b>	<b>Fee</b>	<b>Jan</b>	<b>Feb.</b>	<b>March</b>	<b>April</b>	<b>May</b>	<b>June</b>	<b>July</b>	<b>August</b>	<b>Sept.</b>	<b>October</b>	<b>Nov.</b>	<b>Dec.</b>
Assertiveness Skills	1	\$465		7		14					26			8
Effective Communication Skills	2	\$930	27-28		17-18				24-25				3-4	
Emotional Intelligence	3	\$1,395		19-21				18-20			22-24			10-12
Problem Solving & Decision Making	3	\$1,395		12-14			14-16			4-6			17-19	
Planning & Organizing Skills	2	\$930			24-25				10-11			6-7		
Effective Time Management	2	\$930		20-21					17-18			27-28		15-16
Managing Your Stress	1	\$465			3		2		7				24	
Body Language Basics	2	\$930					1-2				18-19			18-19
Interpersonal Skills	2	\$930		3-4						28-29			3-4	
Enhancing Your Personal Effectiveness - CERTIFIED	3	\$1,395				19-21					15-17			17-19
<b>Sales And Marketing Courses</b>	<b>Duration</b>	<b>Fee</b>	<b>Jan</b>	<b>Feb.</b>	<b>March</b>	<b>April</b>	<b>May</b>	<b>June</b>	<b>July</b>	<b>August</b>	<b>Sept.</b>	<b>October</b>	<b>Nov.</b>	<b>Dec.</b>
The Key To Successful Selling - CERTIFIED	3	\$1,395			12-14			25-27				22-24		
Fundamentals Of Marketing	3	\$1,395		24-26			7-9				10-12		26-28	
Negotiating For Results	3	\$1,395		12-14			14-16			25-27			3-5	
Mastering Powerful Presentations	3	\$1,395			26-28			23-25	14-16		8-10		17-19	
Overcoming Sales Objections	2	\$930	23-24						17-18				13-14	
<b>Customer Focused Courses</b>	<b>Duration</b>	<b>Fee</b>	<b>Jan</b>	<b>Feb.</b>	<b>March</b>	<b>April</b>	<b>May</b>	<b>June</b>	<b>July</b>	<b>August</b>	<b>Sept.</b>	<b>October</b>	<b>Nov.</b>	<b>Dec.</b>
Outstanding Customer Care & Telephone Skills - CERTIFIED	2	\$930	27-28			17-18						9-10		
Quality Customer Service	2	\$930		6-7				19-20				13-14		
Conferences & Events Management	2	\$930	20-21			21-22				4-5				11-12
Telephone Handling Skills	1	\$465		3				23					3	
Business Ethics	2	\$930			3-4								13-14	
Business Etiquette	3	\$1,395		19-21				25-27				6-8		
<b>Human Resources Courses</b>	<b>Duration</b>	<b>Fee</b>	<b>Jan</b>	<b>Feb.</b>	<b>March</b>	<b>April</b>	<b>May</b>	<b>June</b>	<b>July</b>	<b>August</b>	<b>Sept.</b>	<b>October</b>	<b>Nov.</b>	<b>Dec.</b>
Human Resources Management - CERTIFIED	5	\$2,325	13-17		17-21			23-27			15-19			8-12
Interviewing Skills & Hiring Techniques	2	\$930		10-11					21-22			2-3	17-18	
Train The Trainer	4	\$1,860			4-7				8-11			21-24		15-18
Developing A Training Needs Analysis	2	\$930			24-25			19-20			29-30			
Negotiation Skills For Recruiters	3	\$1,395				14-15			23-25	4-6			3-5	
<b>Effective Administration Courses</b>	<b>Duration</b>	<b>Fee</b>	<b>Jan</b>	<b>Feb.</b>	<b>March</b>	<b>April</b>	<b>May</b>	<b>June</b>	<b>July</b>	<b>August</b>	<b>Sept.</b>	<b>October</b>	<b>Nov.</b>	<b>Dec.</b>
Secretarial Skills for Office Professionals	2	\$930			17-18			26-27		4-5		27-28		
Effective Office Management & Administration Skills - CERTIFIED	4	\$1,860		4-7		21-24				26-29			17-20	
Administrative Support	2	\$930			27-28		2-3					9-10	27-28	
Executive and Personal Assistants	2	\$930		17-18					14-15			6-7		
<b>Written Skills Courses</b>	<b>Duration</b>	<b>Fee</b>	<b>Jan</b>	<b>Feb.</b>	<b>March</b>	<b>April</b>	<b>May</b>	<b>June</b>	<b>July</b>	<b>August</b>	<b>Sept.</b>	<b>October</b>	<b>Nov.</b>	<b>Dec.</b>
Effective Business Writing Skills	2	\$930		24-25		7-8			3-4			30-31	17-18	
Advanced Business Writing Skills	2	\$930				21-22			28-29				24-25	
Report Writing	2	\$930			6-7				17-18			13-14		
Report Writing For Beginners	2	\$930		10-11							8-9			
Technical Business Writing	3	\$1,395	15-17	17-19		28-30				25-27		20-21		10-12
Writing Reports & Proposals	2													
<b>Finance &amp; Accounting Courses</b>	<b>Duration</b>	<b>Fee</b>	<b>Jan</b>	<b>Feb.</b>	<b>March</b>	<b>April</b>	<b>May</b>	<b>June</b>	<b>July</b>	<b>August</b>	<b>Sept.</b>	<b>October</b>	<b>Nov.</b>	<b>Dec.</b>
Finance For Non Financial Staff	3	\$1,395	22-24			23-25						20-22		15-17
Accounting Skills For New Supervisors	2	\$930			3-4				7-8			27-28		
Anti-Money Laundering	3													
Credit Risk Management	3													
Economics For Bankers	3													
Islamic Banking Products	5													
Bank Risk Management	4													
Principles Of Trade Finance	4													
<b>Management Systems Certified Courses</b>	<b>Duration</b>	<b>Fee</b>	<b>Jan</b>	<b>Feb.</b>	<b>March</b>	<b>April</b>	<b>May</b>	<b>June</b>	<b>July</b>	<b>August</b>	<b>Sept.</b>	<b>October</b>	<b>Nov.</b>	<b>Dec.</b>
Internal Auditor Course on ISO 9001:2015 - CERTIFIED	3	\$1,650	29-31			28-30			23-25			15-17		
IMS Internal Auditors Course on QHSE - CERTIFIED	3	\$1,650		12-14		21-23				4-6			3-5	
ISO 31000 - Risk Management - CERTIFIED	3	\$1,650			12-14				16-18		10-12			8-10
ISO 9001:2015 Awareness Course - CERTIFIED	2	\$1,100		20-21			1-2			28-29			20-21	
ISO 14001:2015 Awareness Course - CERTIFIED	2	\$1,100			6-7						25-26			15-16

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